



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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December 30, 2005

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – ST. PAUL’S
GROUP HOME, INCORPORATED, ST. PAUL’S GROUP HOME 1, ST.
PAUL’S GROUP HOME 2, AND ST. PAUL’S GROUP HOME 3**

We have completed a review of St. Paul’s Group Homes, St. Paul’s Group Homes 1, 2, and 3 (Group Home or Agency) operated by St. Paul’s Group Home, Incorporated. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Saint Paul’s Group Homes are six-bed facilities, which provide care for girls ages 10-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, St. Paul’s Group Homes 1 and 3 were each providing services for six Los Angeles County DCFS children. St. Paul’s Group Home 2 was providing services for four Los Angeles County DCFS children.

St. Paul’s Group Homes are located in the Second District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency’s Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program

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services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. However, each Group Home needs to address several deficient areas.

All three Group Homes need to develop comprehensive Needs and Services Plans that include short and long term goals; and provide children with the required minimum base allowance. St Paul's Group Homes 1 and 2 need to ensure that children prescribed psychotropic medication have current court authorizations and psychiatric evaluations.

St Paul's Group Home 1 needs to clean bathroom one; clean the window screens and windowsills in all of the bedrooms; clean the ceilings in bedrooms one, three and four; and ensure children are receiving treatment services as identified in their NSPs.

St Paul's Group Home 2 needs to clean the ceilings throughout the home.

St Paul's Group Home 3 needs to clean the draperies and ceiling in the living room; and clean the baseboards throughout the house.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:jdh

http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
David Sanders, Ph.D., Director, DCFS
Paul Higa, Chief Probation Officer
Marie St. Paul, Executive Director, St Paul's Group Home
Public Information Office
Audit Committee

**St. Paul's Group Home, Incorporated
St. Paul's Group Home 1
1804 Westmoreland Boulevard
Los Angeles, California 90006
Phone: (323) 734-4215
License Number: 191800833
Rate Classification Level: 8**

I. Facility and Environment

Method of assessment – Observation

Comments:

St Paul's Group Home 1 is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

Overall, the interior of the Group Home is well maintained. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, in bathroom one, the shower door, floor, wall, and windowsill are not clean.

The children's bedrooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. Window coverings are in good repair; however, the window screens and windowsills are dirty. In bedrooms one, three, and four the ceilings are dirty.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. St. Paul's Group Home Management:

- a. Clean bathroom one.**
- b. Clean the window screens and windowsills in the bedrooms.**
- c. Clean the ceilings in bedrooms one, three and four.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current; however, they are not comprehensive, and do not include specific short and long term goals.

Case files do not reflect adequate documentation to show that children are receiving treatment services.

Recommendations

2. St. Paul's Group Home Management:

- a. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and include short and long term goals for all children.**
- b. Provide all children with treatment services as identified in their Needs and Services Plans.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children are informed about their psychotropic medication, and are aware of their right to refuse medication. However, one child's case file does not have a current court authorization or a current psychiatric review for psychotropic medication.

Medication distribution logs are properly maintained.

Recommendation

3. St. Paul's Group Home Management maintain current court authorizations and psychiatric reviews for each child receiving psychotropic medication.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children are permitted to spend their allowances as they choose. However, the Group Home does not provide children with the required minimum base allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 4. St. Paul's Group Home management provide children with the required minimum base allowance.**

**St. Paul's Group Home, Incorporated
St. Paul's Group Home 2
4027 West 22nd Place
Los Angeles, California 90018
Phone: (323) 737-0328
License Number: 191820065
Rate Classification Level: 8**

I. Facility and Environment

Method of assessment – Observation

Comments:

St Paul's Group Home 2 is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the ceilings throughout the home are dirty.

Children's bedrooms are adequately maintained. The rooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials including a computer with a variety of programs are also available.

The Group Home maintains a sufficient supply of perishable and non-perishable foods.

Recommendation

- 1. St. Paul's Group Home Management clean the ceilings throughout the home.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current; however, they are not comprehensive, and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendation

2. St. Paul's' Group Home Management develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children are informed about their psychotropic medication, and are aware of their right to refuse medication. However, one child's case file does not have a current court authorization, or a current psychiatric review for psychotropic medication.

Medication distribution logs are properly maintained.

Recommendation

3. St. Paul's Group Home management maintain current court authorizations and psychiatric reviews for each child receiving psychotropic medication.

VI. Personal Rights**Method of assessment –Interviews with children**

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children are permitted to spend their allowances as they choose. However, the Group Home does not provide children with the required minimum base allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 4. St. Paul's Group Home Management provide children with the required minimum base allowance.**

**St. Paul's Group Home, Incorporated
St. Paul's Group Home 3
2517 11th Avenue
Los Angeles, California 90018
Phone: 323 734-9782
License Number: 198200480
Rate Classification Level: 8**

I. Facility and Environment

Method of assessment – Observation

Comments:

St. Paul's Group Home 3 is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is adequately maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the draperies and the ceiling in the living room, and baseboards throughout the home need to be cleaned.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. St. Paul's Group Home Management:

- a. Clean the draperies and ceiling in the living room.**
- b. Clean the baseboards throughout the home as needed.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current; however, they are not comprehensive, and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

- 2. St. Paul's Group Home Management develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews**

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children are permitted to spend their allowances as they choose. However, the Group Home does not provide children with the required minimum base allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

3. St. Paul's Group Home Management provide children with the required minimum base allowance.

ST. PAUL'S GROUP HOME, INC.

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TO SERVE, TO ELEVATE

CORRECTIVE ACTION PLAN

St. Paul's Group Home Inc.
St. Paul's Group Home, Inc #1
1804 Westmoreland Boulevard
Los Angeles, California 90006
Phone: (323) 734-4215
License Number: 191800833
Rate Classification Level: 8

I. Facility and Environment

Recommendations

1. St. Paul's Group Home Management:
 - a. Clean the shower door, floor, south wall and windowsill in bathroom one.
 - b. Clean the window screens and windowsills in the bedrooms.
 - c. Clean the ceilings in bedrooms one, three and four.

Corrective Action

Current Status

The shower door, floor, south wall and windowsill in bathroom one, window screens and windowsills in bedrooms will be cleaned by Oct. 24, 2005 by professional cleaners. The window screens in bedroom one will be replaced by September 30, 2005 by Nationwide Glass Company. The ceilings in bedrooms one, three and four were completed on September 2, 2005.

1. The Child Care Worker (CCW) will monitor and assist clients with daily chores. In addition, the CCW will immediately report areas in need of further improvements and/or repairs to the Administrator.
 - a. Child Care workers will document all repairs needed in the repair book located at all facilities. After repairs are completed, CCW will write in the log the date the repairs were made and attach any documentation inside the repair book.
2. Facility Manager will ensure that the facility grounds are cleaned at all times:
 - a. Monitor client's chores on a weekly basis by reviewing facility and each individual client's behavior level chart log (inclusive of chores completed on a daily basis).
 - b. Perform a monthly overview of the cleanliness of the facility using the Monthly Detail log. First check will be performed on November 1, 2005 (all deficiencies will be completed by October 24, 2005).

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4027 West 22nd Place, Los Angeles, CA 90018
2517 11th Avenue, Los Angeles, CA 90018

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- c. Immediately report any areas of improvement and/or repairs needed to Administrator.

The Administrator will review the Facility/Environment Detail log on a monthly basis and report any areas and/or repairs to Licensee/Executive Director.

II. Program Services

Recommendations

2. St. Paul's Group Home Management:
- a. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and includes short and long term goals for children.
 - b. Provide and document treatment services for children as identified in their Needs and Services Plans.

Corrective Action

Current Status

LCSW individual therapist will develop comprehensive Needs and Services Plans using "SMART" goals. The Needs and Services Plans will be specific, measurable, attainable, realistic, time limited and it will include short and long term goals that will be developed with the LCSW, the treatment team, the resident. The LCSW will work with the client and monitor their progress by reviewing their weekly and monthly goals are in line with their goals developed in the Needs and Services Plan. The Child Care workers will report any deviance in the goals developed in the Needs and Services Plan and report any progress/deviance to the LCSW.

The LCSW implemented "SMART" goals on August 29, 2005. The upcoming Needs and Services Plan for each client will be improved using "SMART" goals.

The Administrator will ensure SMART goals are developed in all Needs and Services Plans before it is submitted to the Children's Social Workers.

III. Educational and Emancipation Services

Recommendations

There were no recommendations for this section.

IV. Recreation and Activities

Recommendations

There were no recommendations for this section.

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V. Psychotropic Medication

Recommendations

3. St. Paul's Group Home Management:
 - a. Maintain current psychiatric reviews and current court authorizations for each child on psychotropic medication.

Current Status

Corrective Action

The Executive Director informed me that she contacted the County Social Worker(CSW) upon receiving the prescription for the psychotropic medication for her client and asked the client's CSW to fax the Psychotropic medication form upon receiving it from the court. After the initial 30days, the Executive Director contacted the CSW on several occasions to get the status of the Psychotropic medication form, but the CSW did not receive the form from court.

I had a meeting September 21, 2005 with the client's Individual Therapist and Children's Social Worker regarding the inconsistencies in required monthly visits and the Psychotropic Medication form that has not yet been received. The Therapist stated that the form was sent to court, but it has not been received in the Psychiatrist office. During the meeting, the Therapist asked the CSW to send her copy of the form to submit to the Psychiatrist, Dr. Gaur. I contacted Dr. Gaur and left a message on September 21, 2005 to ask for a copy of the approved Psychotropic Medication form. Our agency is still awaiting a copy of the approved Psychiatric form. I explained to the Therapist that our agency has a Psychiatrist that provides psychiatric services for our client's on a monthly basis. The Therapist insisted in continuing treatment services with her agency and with the Psychiatrist. As of September 21, 2005 we are missing one log from the Psychiatrist.

The child care workers will continue to bring the Verification of Treatment services form to the Psychiatrist office during client's monthly psychiatric visits. We will no longer allow the Psychiatrist to fax Verification of Mental Health Treatment forms. The Child Care workers will receive the completed form at the end of each visit. In addition, if a child requires Psychotropic medication and the authorized representatives insist on outside agencies, the Administrator will meet with the Psychiatrist to review the requirements of our agency prior to the first visit with a new resident.

VI. Personal Rights

Recommendation

There were no recommendations for this section.

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VII. Clothing and Allowance

Recommendation


4. St. Paul's Group Home Management:
 - a. Provide the children with the required minimum base allowances.

Current Status

Corrective Action

Implemented: On July 15, 2005, all clients currently residing at St. Paul's Group Home, Inc. received basic allowance due as of July 1, 2005. All clients will receive their basic minimum allowance no later than the Saturday of every week. All Clients were informed of the changes in allowance. Children 9-13 continue to receive no less than \$5.00. Children 14 and above continue to receive no less than \$7.00.

Basic allowance instructions were posted on July 15, 2005 for all clients and staff members. The CFO will ensure that no less than basic allowance will be given to all clients.


Jessica Saint-Paul, B.S., PA-C
Administrator

9/24/05
Date

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CORRECTIVE ACTION PLAN

St. Paul's Group Home Inc.
St. Paul's Group Home, Inc #2
4027 W. 22nd Place
Los Angeles, California 90018
Phone: (323) 734-4215
License Number: 19820065
Rate Classification Level: 8

I. Facility and Environment

Recommendations

1. St. Paul's Group Home Management:
 - a. Clean the ceilings in the living room, the dining room and children's bedrooms.

Corrective Action

Current Status

The ceilings in the living room, the dining room and children's bedrooms will be cleaned by Oct. 24, 2005 by professional cleaners.

1. The Child Care Workers (CCW) will monitor and assist clients with daily chores. In addition, the CCW will immediately report areas in need of further improvements and/or repairs to the Administrator.
 - a. Child Care workers will document all repairs needed in the repair book located at all facilities. After repairs are completed, CCW will write in the log the date the repairs were made and attach any documentation inside the repair book.
2. Facility Manager will ensure that the facility grounds are cleaned at all times:
 - a. Monitor client's chores on a weekly basis by reviewing facility and each individual client's behavior level chart log (inclusive of chores completed on a daily basis).
 - b. Perform a monthly overview of the cleanliness of the facility using the Monthly Detail log. First check will be performed on November 1, 2005 (all deficiencies will be completed by October 24, 2005).
 - c. Immediately report any areas of improvement and/or repairs needed to Administrator.

The Administrator will review the Facility/Environment Detail log on a monthly basis and report any areas and/or repairs to Licensee/Executive Director.

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4027 West 22nd Place, Los Angeles, CA 90018
2517 11th Avenue, Los Angeles, CA 90018

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II. Program Services

Recommendations

2. St. Paul's Group Home Management:
 - a. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and includes short and long term goals for children.

Corrective Action

Current Status

LCSW individual therapist will develop comprehensive Needs and Services Plans using "SMART" goals. The Needs and Services Plans will be specific, measurable, attainable, realistic, time limited and it will include short and long term goals that will be developed with the LCSW, the treatment team, the resident. The LCSW will work with the client and monitor their progress by reviewing their weekly and monthly goals are in line with their goals developed in the Needs and Services Plan. The Child Care workers will report any deviance in the goals developed in the Needs and Services Plan and report any progress/deviance to the LCSW.

The LCSW implemented "SMART" goals on August 29, 2005. The upcoming Needs and Services Plan for each client will be improved using "SMART" goals.

The Administrator will ensure SMART goals are developed in all Needs and Services Plans before it is submitted to the Children's Social Workers.

III. Educational and Emancipation Services

Recommendations

There were no recommendations for this section.

IV. Recreation and Activities

Recommendations

There were no recommendations for this section.

V. Psychotropic Medication

Recommendations

3. St. Paul's Group Home Management:
 - a. Maintain current psychiatric reviews and current court authorizations for each child on psychotropic medication.

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TO SERVE, TO ELEVATE

Current Status

Corrective Action

Implemented: All current psychiatric reviews and court authorizations have been received as of September 21, 2005.

The Child Care Workers will place a copy of the Verification of Mental Health Verification form in the client's permanent folder following each monthly visit. The Administrator will ensure that all children files are complete on a monthly basis.

Clients that receive emergency Psychotropic medication (\$1/50) will be seen by the Psychiatrist as soon as possible, no later than one week. At that time, a Psychotropic Medication form will be completed and submitted to court. The Facility manager will contact the Psychiatrist to ensure the form has been submitted. The Psychiatrist will continue to fax the Psychotropic medication form to the main office and the facility immediately following submission to the court for approval. The approved form will be placed in client's chart upon approval from the court.

VI. Personal Rights

Recommendation

There were no recommendations for this section.

VII. Clothing and Allowance

Recommendation

4. St. Paul's Group Home Management:
 - a. Provide the children with the required minimum base allowances.

Current Status

Corrective Action

Implemented: On July 15, 2005, all clients currently residing at St. Paul's Group Home, Inc. received basic allowance due as of July 1, 2005. All clients will receive their basic minimum allowance no later than the Saturday of every week. All Clients were informed of the changes in allowance. Children 9-13 continue to receive no less than \$5.00. Children 14 and above continue to receive no less than \$7.00.

Basic allowance instructions were posted on July 15, 2005 for all clients and staff members. The CFO will ensure that no less than basic allowance will be given to all clients.



Jessica Saint-Paul, B.S., P.A.-C
Administrator

9/24/05
Date

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4027 West 22nd Place, Los Angeles, CA 90018
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CORRECTIVE ACTION PLAN

St. Paul's Group Home Inc.
St. Paul's Group Home, Inc #3
2517 11th Avenue
Los Angeles, California 90018
Phone: (323) 734-4215
License Number: 198200480
Rate Classification Level: 8

I. Facility and Environment

Recommendations

1. St. Paul's Group Home Management:
 - a. Clean the draperies in the living room.
 - b. Clean the ceilings in the front entryway and the living room.
 - c. Clean the moldings in various rooms of the lower level of the house.

Corrective Action

Current Status

The draperies in the living room, the moldings in the living room, office, and dining room will be cleaned by Oct. 24, 2005 by professional cleaners. The ceiling in the front entryway and the living room was completed on September 2, 2005.

1. The Child Care Workers (CCW) will monitor and assist clients with daily chores. In addition, the CCW will immediately report areas in need of further improvements and/or repairs to the Administrator.
 - a. Child Care workers will document all repairs needed in the repair book located at all facilities. After repairs are completed, CCW will write in the log the date the repairs were made and attach any documentation inside the repair book.
2. Facility Manager will ensure that the facility grounds are cleaned at all times:
 - a. Monitor client's chores on a weekly basis by reviewing facility and each individual client's behavior level chart log (inclusive of chores completed on a daily basis).
 - b. Perform a monthly overview of the cleanliness of the facility using the Monthly Detail log. First check will be performed on November 1, 2005 (all deficiencies will be completed by October 24, 2005).
 - c. Immediately report any areas of improvement and/or repairs needed to Administrator.

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TO SERVE, TO ELEVATE

The Administrator will review the Facility/Environment Detail log on a monthly basis and report any areas and/or repairs to Licensee/Executive Director.

II. Program Services

Recommendations

2. St. Paul's Group Home Management:
 - a. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and includes short and long term goals for children.

Corrective Action

Current Status

LCSW individual therapist will develop comprehensive Needs and Services Plans using "SMART" goals. The Needs and Services Plans will be specific, measurable, attainable, realistic, time limited and it will include short and long term goals that will be developed with the LCSW, the treatment team, the resident. The LCSW will work with the client and monitor their progress by reviewing their weekly and monthly goals are in line with their goals developed in the Needs and Services Plan. The Child Care workers will report any deviance in the goals developed in the Needs and Services Plan and report any progress/deviance to the LCSW.

The LCSW implemented "SMART" goals on August 29, 2005. The upcoming Needs and Services Plan for each client will be improved using "SMART" goals.

The Administrator will ensure SMART goals are developed in all Needs and Services Plans before it is submitted to the Children's Social Workers.

III. Educational and Emancipation Services

Recommendations

There were no recommendations for this section.

IV. Recreation and Activities

Recommendations

There were no recommendations for this section.

V. Psychotropic Medication

Recommendations

There were no recommendations for this section.

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VI. Personal Rights


Recommendation

There were no recommendations for this section.

VII. Clothing and Allowance

Recommendation

There were no recommendations for this section.



Jessica Saint-Paul, B.S., P.A.-C
Administrator

9/24/05
Date